

SECRET

File Copy
File: Survey

MEMORANDUM FOR: Deputy Director (Support) 29 June 1962
ATTN: : Executive Assistant to the
Deputy Director (Support)
FROM: : CIA Records Administration Officer, DDS
SUBJECT: : Survey Report of Agency Courier Systems

25X1
1. Attached is the Survey Report on Agency Courier Systems requested [redacted]. The report was prepared by Robert Whipp of my Office in response to the Inspector General's report of 8 May 1961.

2. The Report is presented as follows:

PART I - SUMMARY OF ACCOMPLISHMENTS AND RECOMMENDATIONS
PART II - DETAILED FINDINGS AND RECOMMENDATIONS
PART III - EXHIBITS

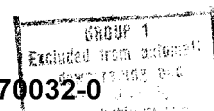
3. We are proposing 27 changes to the Agency Mail Handling and Courier Systems. Implementation of these proposals will:

- a. Result in annual savings in excess [redacted] by reduction of personnel, equipment and in reduced mail handling costs.
- b. Reduce courier forces by 50 people.
- c. Cut delivery time of mail now taking 5-20 hours to an average of 3 hours.
- 25X1

4. Action by the Executive Committee is required on proposals 1, 2, and 3. Action by the Deputy Director (Support) is requested on proposals 4, 5, 6, and 7. I wish to emphasize these four suggestions.

- a. COMBINE ALL COURIER SERVICES AND FACILITIES UNDER THE ADMINISTRATION OF ONE AGENCY OFFICIAL. (THE NPIC AND [redacted] SERVICE EXCLUDED.)
- b. ELIMINATE THE CENTRAL REGISTRY FACILITIES FOR MAJOR AGENCY COMPONENTS.
- c. TRANSFER CENTRAL MAIL AND COURIER FUNCTION TO THE OFFICE OF SECURITY.
- 25X1

SECRET



SECRET

- d. INITIATE A STUDY TEAM TO DEVELOP AND INSTALL STANDARD MAIL CONTROL DEVICES.

There are 80 official mail and correspondence control and logging forms in use in the Agency. All registries do not use standard tools nor do they control mail to the same degree. It is estimated that annual savings of \$480,000 can be accomplished by eliminating 50% of these forms and streamlining the related procedures.

5. [] visited mail operations in the Department of Agriculture, Department of State and Government Employees Insurance Company. These visits resulted in some ideas which are reflected in the report.

6. Your concurrence is requested.

[]

Attachment:

Survey Report - Agency Courier Systems

CONCURRENCE:

[]

Executive Assistant to the DD/S

Date

25X1

Approved For Release 2005/07/13 : CIA-RDP70-00211R000800070032-0

Approved For Release 2005/07/13 : CIA-RDP70-00211R000800070032-0

UNCLASSIFIED		CONFIDENTIAL		<input checked="" type="checkbox"/> SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	[Redacted] TD-24, Headquarters				
2					
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		<input checked="" type="checkbox"/> INFORMATION		SIGNATURE	
Remarks:					
<div style="border: 1px solid black; width: 50px; height: 20px; margin-bottom: 10px;"></div> <p>The attached Survey Report of Agency Courier System is for the Director of Communication as requested by your office.</p> <div style="border: 1px solid black; border-radius: 50%; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center; margin: 20px auto;"> 7E07 </div>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
[Redacted] Rec Admin Officer/IDS				9/12/62	
UNCLASSIFIED		CONFIDENTIAL		<input checked="" type="checkbox"/> SECRET	

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

UNCLASSIFIED CONFIDENTIAL SECRET

Approved For Release 2005/07/13 : CIA-RDP70-00211R000800070032-0

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

Copy

TO	NAME AND ADDRESS	INITIALS	DATE
1		O/D	
2			
3			
4			
5			
6			

<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>	RETURN
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	SIGNATURE

Remarks:

*Destruction of this report to
Component affected has not been made.*

*We have no objections to such
a distribution*

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

Approved For Release 2005/07/13 : CIA-RDP70-00211R000800070032-0

CONFIDENTIAL

SECRET

25X1

Approved For Release 2005/07/13 : CIA-RDP70-00211R000800070032-0

Approved For Release 2005/07/13 : CIA-RDP70-00211R000800070032-0